

Project Support Manager – Water & Wastewater

Salary: \$77,099.69- \$92,520.33 Annually

Job Type: Full Time/40 Hours

Union: Yes – Supervisory Unit

Open Until Filled, First Review: 1/3/2024

Why the Town of Manchester:

As a municipal government our commitment is to provide an array of public services that elevates the health and safety of our residents, and to enable them to thrive via our schools, parks, roads, and utilities. Bring your professional experience to the Town of Manchester to make a positive impact on our community.

Benefits Snapshot:

- Health & Dental Insurance is available to all full-time employees and their eligible family members.
- The Town of Manchester provides a Defined Contribution Plan and matches the required 6% contribution from employees.
- 75% Tuition Reimbursement is available to full-time employees who are continuing their education in their respective professional field.
- 14 Paid Holidays
- Financial guidance from our Defined Contribution Plan Provider

Nature of Work:

Under general direction, provides administrative oversight for construction, building and equipment installation projects related to Water and Wastewater Treatment operations and facilities.

Essential Job Functions

- Manages consultant resources by drafting Requests for Proposals (RFPs), and bids, and by managing contracts including timelines, and schedules, and by providing expertise on the design of project proposals.
- Coordinates new and ongoing projects with Department staff, contractors, the public, State, and local officials. Serves as owner's representative on construction related projects.
- Candidate should have knowledge of Federal and State permits, regulatory requirements, and potential grant opportunities related to water and wastewater treatment and be able to prepare project related reports and submissions to meet those requirements.
- Assists with the annual operating and capital budgeting process for various projects in water and wastewater treatment operations.

Minimum Training and Experience:

- Bachelor's degree in engineering; environmental science, physics or biology
- Construction management or other related field and four (4) years of related project management experience. Valid Driver's license.

Preferred Training and Experience:

- Certification as a Class IV Water Treatment and/or Class IV Wastewater Treatment Plant Operator or ability to obtain within two (2) years.
- Suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager or his designee.

Selection Process:

Examination may include written, oral, physical, or performance tests or any combination of the various types of examination.

Application Instructions:

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications will be accepted until the position is filled. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.